

# REQUEST FOR COUNCIL ACTION

MEETING

DATE: 6/16/03

11

**AGENDA SECTION:**

Consent Agenda

**ORIGINATING DEPT:**

City Clerk

**ITEM NO.**

D-4

**ITEM DESCRIPTION:** Fee Charge/Increase for Various Licenses and Permits**PREPARED BY:**

Judy Scherr

It is recommended that the following license/permit fees be approved for the City Clerk's Office effective July 1, 2003. The City Clerk's Office has not charged for services for the permits. Over the past several years, there have been considerable clerical and coordination activities associated with the permits, as well as increasing numbers of applications, necessitating a fee charge.

RCO 117A - Fireworks

Current Fee - \$35.00 (current covers only cost of fire permit)

Recommended Fee - \$60.00

Banners

Current Fee -- None

Recommended Fee - \$10.00

Assessment Searches

Current Fee - \$2.00 per certified search

Recommended Fee\* - \$10.00 per certified search

\$3.00 per non-certified search over-counter

Limitation of two (2) telephone searches per phone call

\*Fees are consistent with Olmsted County Fee Schedule

Miscellaneous/Parades/RCO 117 - Sound Amplification Permits

Current Fee -- None

Recommended Fee - \$25.00

COUNCIL ACTION REQUESTED

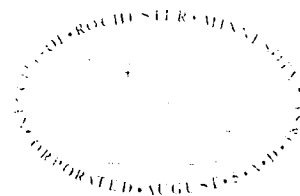
A motion to adopt the proposed fees from the City Clerk's Office for Fireworks, Banners, Assessment Searches, Miscellaneous, Parades and Sound Amplification Permits effective July 1, 2003 and instruct the City Attorney to prepare the required ordinances for adoption. Ordinance rules should be suspended to give a first and second reading to the ordinances.

**COUNCIL ACTION:** Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to: \_\_\_\_\_



# ROCHESTER

— Minnesota —



## MEMORANDUM City Clerk's Office

JUDY SCHERR, CMC  
City Clerk  
201 4th Street SE, Room 135  
Rochester, MN 55904-3742  
(507) 285-8086  
FAX #(507) 285-8256

To: Mayor/Council

I recommend your approval as proposed

Date: June 2, 2003

*JS 6/10/03*

To: Steve Kvenvold, City Administrator

From: Judy Scherr, City Clerk

Subject: Request to Raise Fees for Licenses and Miscellaneous Activities

There are several permits/licenses that our office issues that the City has not previously collected permit or license fees for. These requests have increased in intensity and now require more coordination by departments, computer and data input and issuance of the licenses. I am requesting that the City start recovering actual costs to allow for such permits.

### Firework Sales/Display

Current Fee - \$35.00

Recommended Fee - \$60.00

Issued: Display – approximately 7 per year; Sales – approximately 50 per year

The current fee covers only the fire department permit that is required for all business and fire purposes. No fee has been collected for work by the Police or City Clerk Departments. There are enforcement issues as well with the issuance of these permits as well as considerable clerical coordination. The Planning Department issues an additional tent permit for those businesses at an outside location for an additional fee. We will be coordinating that permit application with our as well but not collecting that portion of the fee. An increase of \$25.00 fee is requested.

### Banners

Current Fee – None

Recommended Fee - \$10.00

The requested fee will cover the clerical coordination for the permit including signatures and obtaining the approval of the building owners and the hold harmless agreement.

Assessment Searches

Current Fee - \$2.00 each for certified search

Recommended Fee - \$10.00 each for certified search

\$3.00 each for non-certified search over-the-counter

Limitation of one (1) search over telephone at one time

We have title companies asking for non-certified information, 10-20 per time, and have been collecting no fee for the time spent. Doing searches for assessments on this scale ties up both the telephone and counter time. The fees are currently in line with what Olmsted County charges for assessment searches.

Miscellaneous/Parades/Sound Amplification

Current Fee – None

Recommended Fee - \$25.00

The Police Department and City Clerk's Office spend considerable time on the coordination, enforcement and issuance for the various miscellaneous permits which include races, neighborhood parties, etc. as well as the parades and sound amplification events. The City needs to start recovering costs for staff time and materials expended.

I would appreciate talking with you about these fees at your convenience.



# ROCHESTER

*Minnesota*



## MEMORANDUM City Clerk's Office

JUDY SCHERR, CMC  
City Clerk  
201 4th Street SE, Room 135  
Rochester, MN 55904-3742  
(507) 285-8086  
FAX #(507) 285-8256

**Date:** June 5, 2003  
**To:** Steve Kvenvold, City Administrator  
**From:** Judy Scherr, City Clerk  
**Subject:** Additional Fees for Miscellaneous Activities and Licenses

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As a follow-up to the request to increase fees, I have noted below the probably increase in revenue as a result. Although the income will be low, at least the clerical and enforcement times will be accounted for. Estimates are based on 2002 information numbers.

### Firework Sales/Display

\$1500.00 additional income

### Banners

\$20.00 additional income

### Assessment Searches

Certified - \$13,183.00 income (mostly generated through searches for County Land Records)

Over-Counter - \$6,240.00

### Miscellaneous/Parades/Sound Amplification

\$2,925.00 additional income

Total Projected Increase in Income Due to Fees - \$23,868.00